8x8, Inc.

Linksys SPA 2102 ATA Installation Guide

For analog phone or fax extensions

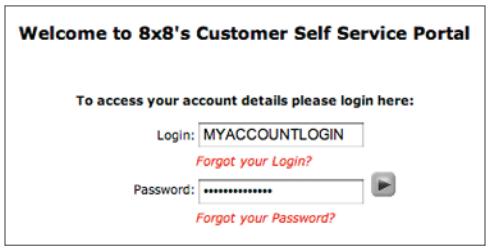
To configure and activate your Linksys SPA 2102 ATA, please have your phone system administrator follow these steps:

Configure Extensions

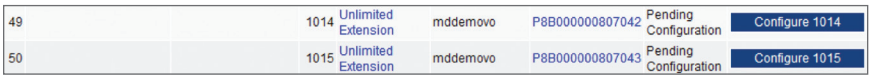
To get started, check to see if your extension(s) need to be configured.

1. First go to the www.8x8.com website and **Sign-In** to **My Account.**

2. Enter Login and Password.



3. Click the **Configure** button(s) for each extension to be configured (i.e. 1014, 1015).



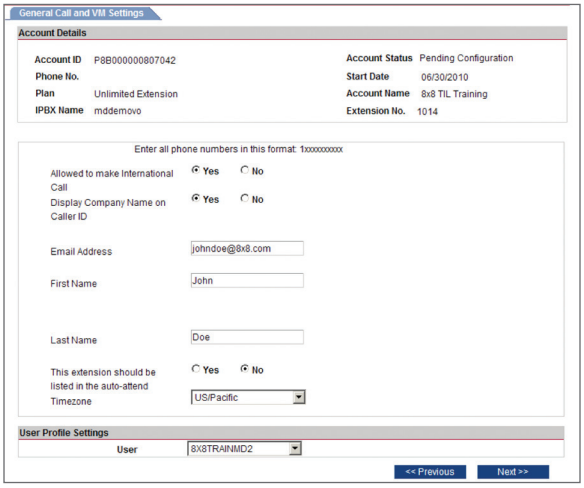
Note: If your extension says **Activate** in the blue box, it is already configured and you can go directly to the Installing your Linksys ATA section on page 3.

For further assistance on activating your Linksys SPA 2102 ATA, contact 8x8 Customer Support on 1.888.898.8733

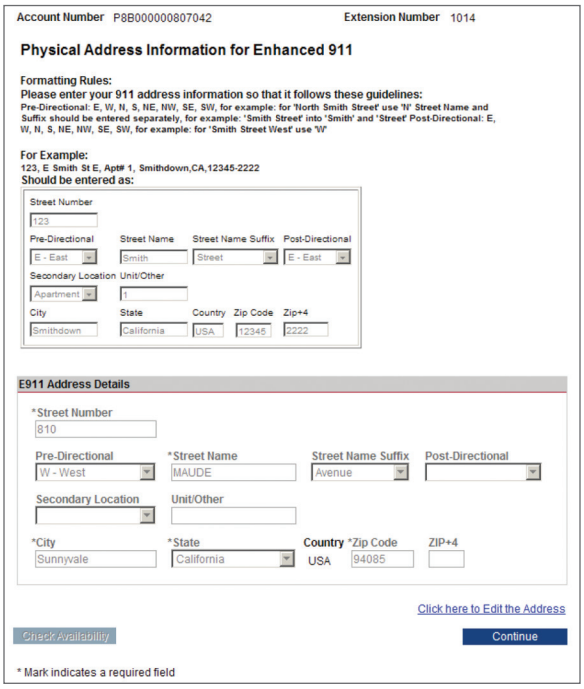
Configure Extension Settings

1. You can select the following features and information for the extension. Once done, click **Next.**

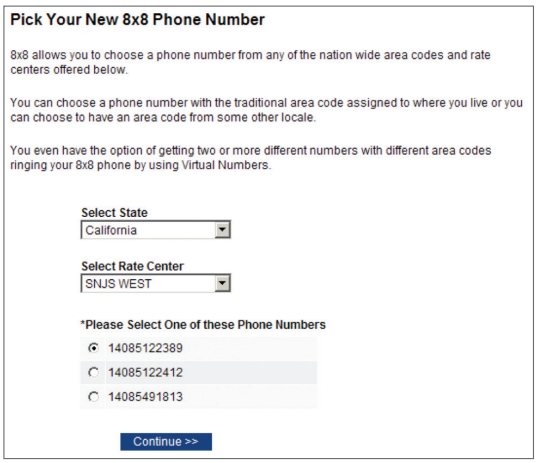
   Note: You can always modify these settings later on.



2. You will need to verify or provide your E911 address, and then click **Continue**.


Account Number P8B000000807042
Extension Number 1014
Physical Address Information for Enhanced 911
Formatting Rules:
Please enter your 911 address information so that it follows these guidelines:
Pre-Directional: E, W, N, S, NE, NW, SE, SW, for example: for 'North Smith Street' use 'N' Street Name and Suffix should be entered separately, for example: 'Smith Street' into 'Smith' and 'Street' Post-Directional: E, W, N, S, NE, NW, SE, SW, for example: for 'Smith Street West' use 'W'
For Example:
123, E Smith St E, Apt# 1, Smithdown,CA,12345-2222
Should be entered as:
Street Number 123
Pre-Directional E - East
Street Name Smith
Street Name Suffix Street
Post-Directional E - East
Secondary Location Apartment
Unit/Other 1
City Smithdown
State California
Country USA
Zip Code 12345
Zip+4 2222
E911 Address Details
*Street Number 810
Pre-Directional W - West
*Street Name MAUDE
Street Name Suffix Avenue
Post-Directional
Secondary Location
Unit/Other
*City Sunnyvale
*State California
Country USA
*Zip Code 94085
ZIP+4
Click here to Edit the Address
Check Availability
Continue
* Mark indicates a required field

3. If no phone number has been selected, you can select a phone number for the extension. Then click **Continue**.

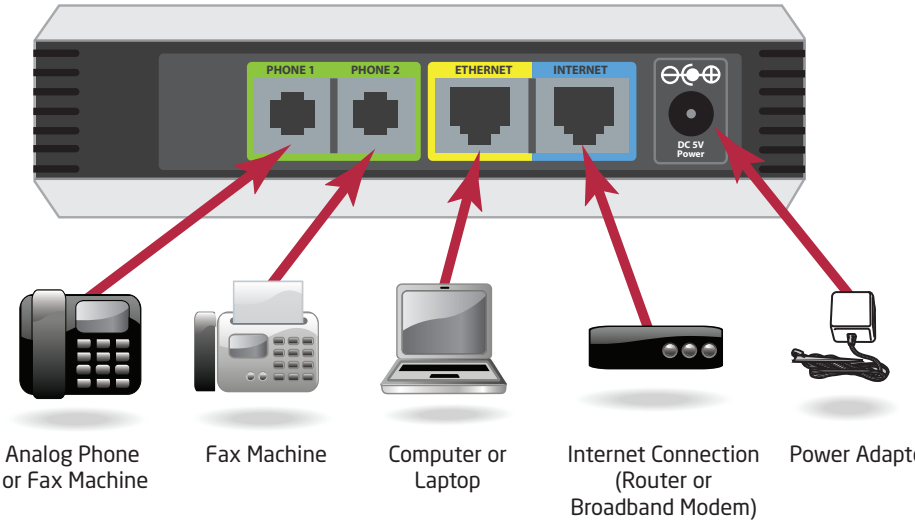

Pick Your New 8x8 Phone Number
8x8 allows you to choose a phone number from any of the nation wide area codes and rate centers offered below.
You can choose a phone number with the traditional area code assigned to where you live or you can choose to have an area code from some other locale.
You even have the option of getting two or more different numbers with different area codes ringing your 8x8 phone by using Virtual Numbers.
Select State
California
Select Rate Center
SNJS WEST
*Please Select One of these Phone Numbers
14085122389
14085122412
14085491813
Continue >>

Installing your Linksys SPA 2102 ATA

Now that your extensions are configured, you can install and activate your device(s).

Follow the diagram below to connect your device using the ports on the back panel.

You will require either an analog phone or a fax machine with an analog phone to activate your device with 8x8 service using the **Phone 1** port.



- Use the **PHONE 1** and **PHONE 2** ports to connect an analog phone (or fax machine) with an RJ-11 telephone cable.
- The **ETHERNET** port connects to an individual network device, such as a PC or a Laptop.
- The **INTERNET** port connects to your router or if you have no router, direct to your cable or DSL Broadband Modem.

  Note: If you connect directly to a broadband modem, you will first need to configure your Linksys ATA to act as a router. Please see the instructions in the Using your Linksys ATA as a Router section.

- The **Power** port is where you connect your AC power adapter.

Activating Your Device

Obtain the Activation Code for your Linksys 2102 ATA device. If this has not been communicated to you in an **Equipment Shipped** email from 8x8, or if you do not have access to this email, you can retrieve the activation codes from your 8x8 Self Service Portal.

Note: If you purchased a Second Port Fax Extension Plan for the **Phone 2** port, further activation is not required.

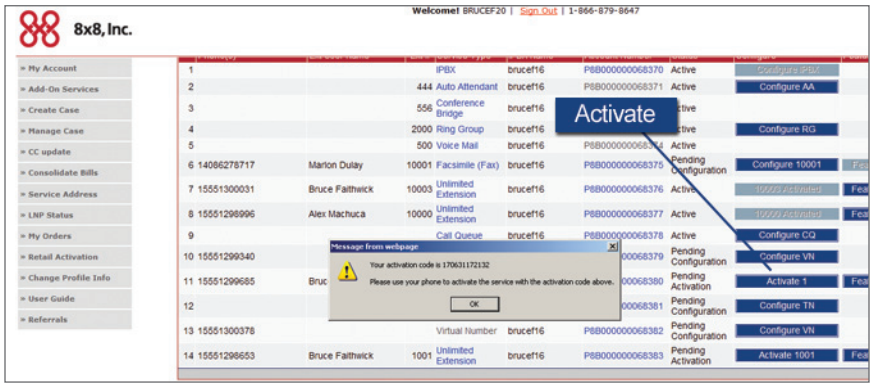
Locating an Activation Code

Refer to the figure below for these steps:

a. Just log on to your Self Service Portal at myaccount.8x8.com and click on the **Activate** button of the extension that you wish to activate.

b. A pop up screen will display the activation code for the extension.

c. Use the activation code and simply follow the steps below for activation.


8x8, Inc.
Welcome! BRUCEF20 | Sign Out | 1-866-879-8647
Activate
Message from webpage:
Your activation code is 17063172132
Please use your phone to activate the service with the activation code above.
OK

Enter Your Activation Code

1. Make sure your Linksys 2102 ATA is connected to the Internet, and that a regular telephone or a fax machine with a telephone is attached to the **Phone 1** port.

NOTE: If you have a fax machine without a telephone handset, attach a regular telephone to the **Phone 1** port and then replace it with the fax machine after the phone port is activated.

2. Lift your handset as if you were answering your phone or making a call. You should hear a recorded message with instructions on how to enter your activation code and activate your device.

NOTE: If you do not hear the recorded message, check all your wiring again, and if you are still having problems, call 8x8 Service at: 1.888.898.8733 for assistance.

3. Enter the activation code that corresponds with the extension number you are activating, and press **#.**
4. After entering the code, you should hear the successful activation message.
5. Your device should restart in one minute or less. If it does not restart, please restart your device by disconnecting your power and reconnecting power.
6. After restarting, the **Phone 1** or **Phone 2** indicator lights on the front panel should be solid green and you should be able to make phone calls (place a sample call to verify) and if this is a phone port that you want to use for fax, you can now connect your fax after a test call was successful.

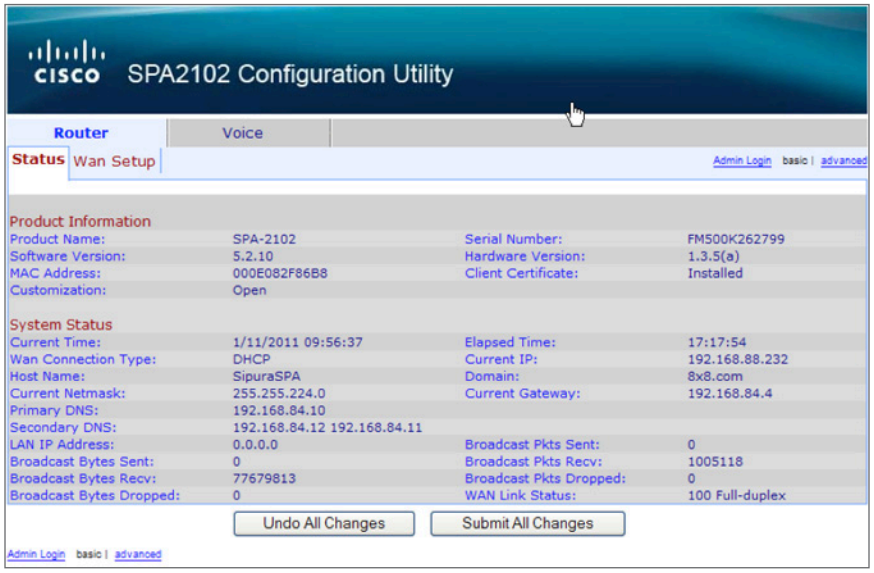
Using your Linksys ATA as a Router

These instructions are only for use when you have no separate router, wireless router, or combination broadband modem/router already in your network.

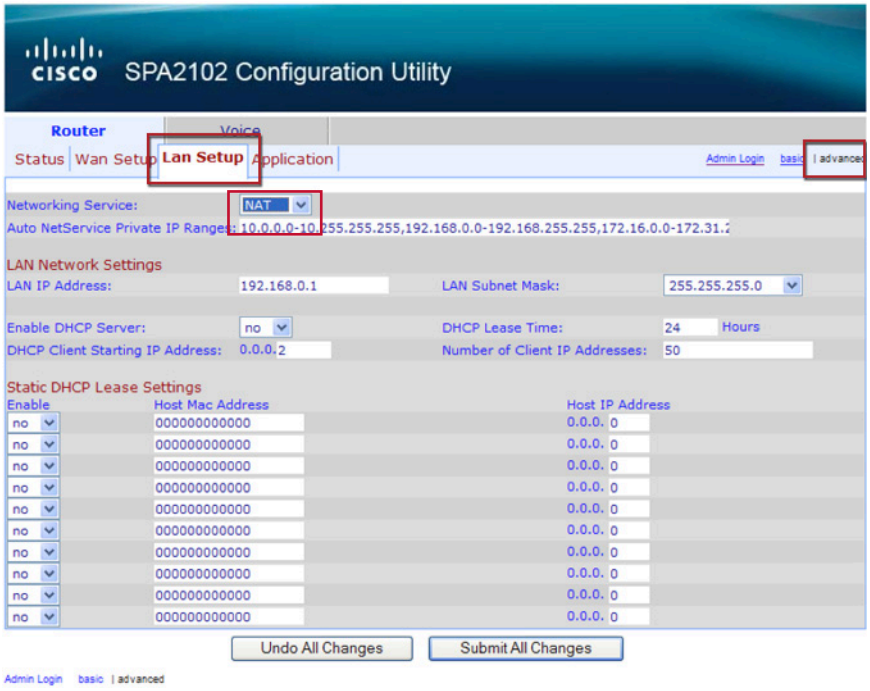
If you do not have a router, you can connect your Broadband modem directly into your Linksys ATA and then configure it to act as a router. Please follow the instructions below to configure it:

Configure Linksys ATA

1. Determine the IP address of your Linksys.
   a. Plug in an analog phone to the Phone 1 or Phone 2 port.
   b. Dial **** and you will hear the Linksys Configuration Menu.
   c. Dial 110# to obtain the IP address of your Linksys ATA.
2. Access the Linksys ATA web Interface to your Linksys ATA.
   a. Open a browser window on your PC or laptop.
   b. Enter the IP address into your browser.
   c. This should open up the configuration window. If you can't access the configuration window:
      - Recheck your IP address
      - If you have difficulty, plug your PC or laptop directly into the Ethernet port of the ATA and type in the IP address.
      - If you still have difficulty, go back to the IVR and dial **** from the phone connected to your ATA, then dial 7932# and then dial 1 to turn on the web interface.

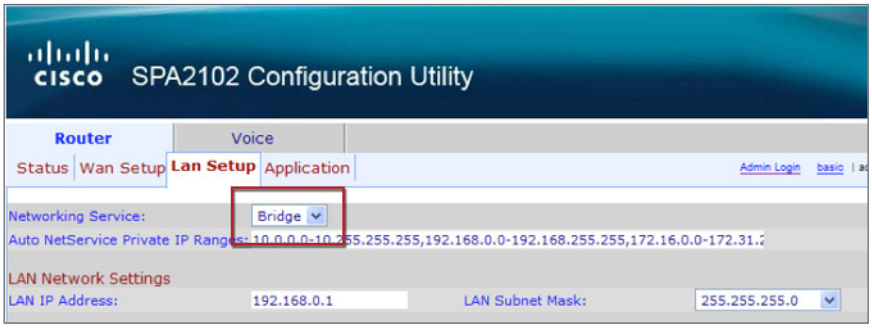


3. Select the **Advanced** link, and in the advanced screen, select the **LAN Setup** tab. Select **NAT** from the Networking Service pull down menu to enter the ROUTER mode.



4. Your ATA Internet port can be connected directly to a broadband modem and the Linksys SPA 2102 can be used as an ATA for your phone, and as a router for your PC or laptop when plugged directly into the Ethernet port of the ATA.

   a. To return to the original settings, so your ATA device can be used with a router (rather than connected directly to a broadband modem), select **Bridge** from the Networking Service pull down menu.



If you need detailed instructions on connecting your Linksys ATA as a router to your Internet Service Provider, please refer to the Linksys SPA2102 Router Configuration Guide at: http://www.8x8.com/Support/BusinessSupport/Documentation.aspx

Reference Section: Indicator Lights

The status of your adapter can be determined by looking at the indicator lights on the front panel.

Power	Green. The **Power** LED lights up when the phone adapter is powered on and connected to the Internet. It flashes when the Phone Adapter is not connected to the Internet. The LED also flashes when the phone adapter is booting up or upgrading its firmware.
INTERNET	Green. The **INTERNET** LED lights up when there is an active connection through the port. If the LED is flashing, then there is traffic moving through that port.
PHONE 1 or PHONE 2	Green. The **PHONE** LED (PHONE 1 or PHONE 2) is solidly lit when a telephone or fax has an active or registered connection to your Internet Service Provider (ISP) through the corresponding port. It flashes when the phone is being used or is off hook.

Making a Call for the First Time

To dial outside, dial the number:

- Long Distance (1-555-555-5555)
- Local Calls (555-5555 or 1-555-555-5555)

To dial internally, dial the extension number:

- 1001 (Extension)
- 555 (Voicemail)
- 444 (Auto Attendant)

8x8, Inc.

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